



## Appendix 3

*The EU General Data Protection Regulation (GDPR) 2018.*

# EAST TILBURY & LINFORD FIELD TARGET CLUB GDPR PRIVACY NOTICE

### Summary of how the club uses your data.

- We, (the club), use and store your personal data to manage and administer your membership and your involvement the club, and to keep in contact with you for these purposes and to disseminate information about the club and shooting in general and, where stated, for promotional purposes.
- Data, in general, is not shared with any other person outside the club nor any other organisation other than that set out in the " Who will we share this data with, where and when?" section.
- Where the club relies on your consent, you can withdraw this consent at any time.

### What does this policy cover?

This notice describes how we (the club) will make use and store your data. It also describes your data protection rights, including a right to object to some of the processing which we carry out. More information about your rights, and how to exercise them, is set out in the "What rights do I have?" section.

### What information do we collect?

We collect, store and process personal data from you or your parent when you join and when we carry out annual renewals of your membership. This includes:

- your name;
- your date of birth if under 18 years;
- your home address, email address and phone numbers including an ICE number;
- a 'passport size' facial photograph used for your 'ID/Shooting permit'.
- your explicit consent to publish images of you involved in club or shooting activities on the club's website and/or social media for promotional purposes only.

*N.B. Images on our website or in social media are in the public domain and we have no control as to how these images may subsequently be used or kept.*

Some information will be generated as part of your involvement with us, in particular your attendances and fees paid, any official club position held by you and any safety or disciplinary issues or matters involving club insurance or health and safety.

### What information do we receive from third parties?

Images of members engaged in club activities or involvement in competitions for use on our website and social media.

For certain role holders or those working with children, we may receive information from the Disclosure and Barring Service on the status of any DBS check you have been required to take.

### How do we use this information, and what is the legal basis for this use?

We process and store your personal data for the following purposes:

- As required by the club to conduct its business and pursue its legitimate interests, in particular we will use and store your information to manage and administer your membership and your involvement with the club, and to keep in contact with you for these purposes.
- On occasions the club may ask you for consent to use the data for the purpose which will be explained at that time.

(cont.)

- For purposes which are required by law:
  - we maintain records such as health and safety records and accounting records in order to meet specific legal requirements;
  - we ensure, where you will work with children, that you have undergone an appropriate DBS check – this is also carried out with your consent.
  - we may respond to requests by government or law enforcement authorities conducting an investigation.

### **Withdrawing consent.**

Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your data for other purposes, such as those set out above.

### **Who will we share this data with, where and when?**

Some limited information may be shared with other stakeholders in the sport of field target shooting, such as other clubs, constituent bodies, league organisers, so that they can maintain appropriate records and assist us in organising matches and administering the sport.

Personal data may be shared with: the club's insurer, government authorities and/or law enforcement officials if mandated by law; if required for the legal protection of our legitimate interests in compliance with applicable laws. Personal information is not transferred outside the United Kingdom.

Where you hold position in the club (e.g. committee member, keyholders) your contact details will be made available to club members.

With your explicit consent images of you involved in club or shooting activities may be used on the club's website / social media. With your explicit consent as a club officer, your contact details may be made public for promotional purposes.

*N.B. once members images or officer's contact details are published we have no control as to how this data will be used and stored nor how long it will be kept.*

The club's website may use cookies to collect standard internet log information and visitor behaviour information. This data may be processed outside the UK. You can set your browser not to accept cookies but some of our website features may not function as a result.

### **What rights do I have?**

You have the right to ask us for a copy of your personal data: to correct, delete or restrict the use of your personal data; and to obtain your personal data for you to reuse for your own purposes across different services, but only personal data you have provided to our controller.

These rights may be limited; e.g., if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping. To exercise any of these rights, you can get in touch with the club Controller [Membership Secretary] or the club Secretary.

### **How long will you retain my data?**

We process and store the majority of your data for as long as you are an active member and for two years after this. We will retain some information to maintain statutory records in line with appropriate statutory requirements or guidance.

### **How is my data stored?**

The 'Controller' [Membership Secretary] stores your data electronically on encrypted files. (Only the Controller and Club Secretary shall hold the encryption code.) At the discretion of the controller for a specific need, such as competitions, your data may be shared with club officers. Such data will be securely stored then destroyed by the club officer when there is no longer the need or for one year from your last interaction with us.

Your name and ID number may be stored on paper attendance records. These records are feely available to all club members.

*N.B. We have no control over how these paper attendance records will be used by other club members nor how long it will be kept.*